

FISCAL YEAR 2019 OPERATING BUDGET CALENDAR CHARLES COUNTY, MD

(Adopted September 26, 2017)

<u>Time Line</u>	<u>Action</u>
October 31, 2017	Elected Officials / Agencies receive Operating Budget Request Forms. County Departments are provided either budget forms or on-line access to the budget software for operating requests. Performance Measurements file sent to departments.
December 1, 2017	County Department and Elected Officials / Agencies requested budgets and Performance Measurement files are returned to Fiscal and Administrative Services / Budget Division.
February 28, 2018	Board of Education and CSM Operating Budget Requests due.
March 6, 2018	Budget Work Session – Enterprise Funds (Operating and Capital)
March 20, 2018	Budget Work Session - Fees & Charges Review
April 3, 2018	Budget Work Session - General Fund
April 3, 2018 6:30 PM	Public Hearing - Constant Yield Tax Rate and Operating Budgets
April 17, 2018	Budget Work Session - General Fund
May 1, 2018	Budget Work Session - General Fund, Special Revenue Funds, and Recap of All Budgets
May 15, 2018	General Fund Tax Rates & Budget Adoption Budget Adoption of All Other Funds
May - July	Approved Budget Book prepared

FISCAL YEAR 2019

CAPITAL IMPROVEMENT PROGRAM BUDGET CALENDAR

CHARLES COUNTY, MD

(Adopted September 26, 2017)

<u>Time Line</u>	<u>Action</u>
September 11, 2017	Capital Improvement Program (CIP) forms sent to County Departments and Agencies.
October 2, 2017	Governmental CIP requests are returned to the Department of Fiscal & Administrative Services / Budget Division. Operating Impact requests are sent to the Department of Public Works.
October 10, 2017	Enterprise Fund CIP requests are returned to the Department of Fiscal & Administrative Services / Budget Division. Operating Impact requests are sent to the Department of Public Works.
October 16, 2017	General Government CIP operating impact forms are returned from the Department of Public Works.
October 23, 2017	Enterprise Fund CIP operating impact forms are returned from the Department of Public Works.
November/December	CIP review with County Administrator and Departments.
November 14, 2017	Budget Work Session: Preliminary Board of Education (BOE) capital budget request review with the County Commissioners and BOE to meet State deadline submission. Forward County Commissioner Letter Of Support to Interagency Committee for School Construction (IAC) for Board of Education CIP. <i>(Letter due to IAC on November 27, 2017)</i>
March 6, 2018	Budget Work Session – Enterprise Funds (Operating and Capital)
March 20, 2018	Budget Work Session – General Fund CIP review
April 3, 2018	Budget Work Session – General Fund CIP review
April 3, 2018 6:30 PM	Public Hearing on CIP
May 1, 2018	Budget Work Session - Recap and final review of the FY2019-2023 CIP
May 15, 2018	Formal Adoption